

**CITY OF CROSSVILLE**  
**REQUEST FOR QUOTATION**

**THIS IS NOT AN ORDER**

IMPORTANT: Read Instructions Carefully

**RETURN QUOTATION TO:**

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City Clerk/BIDS

CRO# 1540    Date Issued: 03/19/2021

City of Crossville

Delivery required as needed

392 N Main St

For more information, call:                      To be opened date/hour:

Crossville TN 38555

Sue Blaylock, 931-456-5675                      04/20/2021, 2 p.m. CDT

Prices to be F.O.B.

City of Crossville, All Departments

**NOTICE TO BIDDER:**

**THIS IS NOT AN ORDER.** Please enter unit prices, extensions, and amount for items listed herein specified. Be sure the specifications are followed. If you are unable to supply any of the items, please quote on the nearest substitute either on this form, or attach a letter containing such description and it will be considered as part of your quotation. Prices quoted must include all delivery charges to points of delivery indicated hereon. **We reserve the right to accept or reject any or all bids.**

**Please submit a bid for PAPER AND PLASTIC ITEMS as specified.**

*All paper products and trash bags will be purchased from the same vendor.*

**All orders must be delivered within seven (7) working days from date order is placed.**

This bid will be for a period of one (1) year from July 1, 2021 to June 30, 2022.

**See attached specifications.**

Price \$ \_\_\_\_\_

Bidder's Name \_\_\_\_\_

Bidder's Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For further information, contact**

**Sue Blaylock, 931-456-5675 or [sue.blaylock@crossvilletn.gov](mailto:sue.blaylock@crossvilletn.gov)**

*Any fuel surcharges must be submitted in advance for approval by City Council,  
which may result in a re-bidding of the Price Contract.*

**PLEASE SEE NEXT PAGE FOR INSTRUCTIONS**

## IMPORTANT INSTRUCTIONS TO BIDDERS

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1. Each Request for Quote should be in a SEPARATE ENVELOPE and have typed/noted on the envelope the **CRO#, ITEM, OPENING DATE, and TIME. Mailing envelope should be addressed to City of Crossville, ATTN CITY CLERK/BIDS. No electronic submissions will be accepted.**
2. Specifications used in this request for proposal are intended to be open and non-restrictive. Reference to brand names, catalogs, etc., is to establish minimum standards of quality and does not preclude BUYER's consideration of proposals on comparable quality. All bidders state brand name and catalog number of product proposed.
3. All prices quoted should be on a delivered prepaid basis to the F.O.B. destination shown in the shipping instructions.
4. Insert time discount terms, in any, in space provided. Discounts are computed from date of delivery at destination or date of receipt of properly executed vendor's invoice at agency indicated above, whichever is later.
5. The City of Crossville, a municipality, is exempt from sales tax with respect to materials that it purchases for municipal projects; however, the contractor who installs, applies, or otherwise uses such materials, is liable for the use tax of those materials.
6. Unless otherwise indicated, quotations should be submitted on this form indicating unit price, total extension of each item, and grand total of quotation. In case of error in the extension prices, the unit price will govern.

TIME DISCOUNT ALL ITEMS \_\_\_\_\_  
DELIVERY: We submit the prices and agree to make delivery within \_\_\_\_ days after the receipt of order. This offer is for \_\_\_\_\_ calendar days from the date the bid is opened.

NOTICE: PROPOSALS WILL BE REJECTED  
UNLESS SIGNED IN INK

SIGNED BY: \_\_\_\_\_

Print Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

In submitting this bid, it is expressly agreed that upon proper acceptance by the City of Crossville of any or all items proposed, a contract shall thereby be created with respect to the items accepted.

DESCRIPTION	QUANTITY/CASE	PRICE/CASE	ESTIMATED YEARLY CASES
2-ply toilet paper (Equivalent to Wausau, Northern, or Scott) <b>To include dispensers as needed</b>	_____	_____	20
Junior jumbo roll toilet paper (economy quality) <b>To include dispensers as needed</b>	_____	_____	38

**Items are to be shipped to separate locations per order.**

**\*One sample roll of each type of 2-ply toilet paper is required to be submitted with bid. Paper must fit our existing, standard dispensers.**

**NOTE: City does not guarantee to purchase any specified quantity. The above figures show the past year's purchases only.**

DESCRIPTION	QUANTITY/CASE	PRICE/CASE	ESTIMATED YEARLY CASES
38x58 Trash bag Poly bag, 60 gallon (1.5 mil)	_____	_____	7
24x33 Trash bag Regular liner, 13 gallon (.08 mic)	_____	_____	1
40x48 Trash bag Regular liner (1.5 mil)	_____	_____	26
43x47 Trash bag Regular liner (2 mil)	_____	_____	5
40x48 Trash bag Poly bag (2 mil)	_____	_____	21
33x40 Trash bag Poly bag (.75 mil)	_____	_____	1
30x37 Trash bag Poly bag (.60 mil)	_____	_____	7
30x36 Trash bag Poly bag (1.5 mil)	_____	_____	15
36.5 x 49 Trash bag (1 mil)	_____	_____	
15x9x31 Garbage bag (.06 mil) 15 gallon	_____	_____	9
23x10x39 Garbage bag (1.1 mil) 33 gallon	_____	_____	14
40x48 Garbage bag (.95 mil) 40-50 gallon	_____	_____	5
43x48 Black liner (.22 mic)	_____	_____	3
22x17x46 Garbage bag (1.1 mil) 40-45 gallon	_____	_____	2
43x48 Natural liner (.17 mic)	_____	_____	6
16x14x36 Garbage bag (1.1 mil) 20-30 gallon	_____	_____	1

**Samples may be required.**

**Please list trash bags closest to sizes specified above. If exact measurements are not available, please list a similar bag and note the size submitted. The winning vendor may also be asked to supply additional types of bags throughout the year not listed above.**

**NOTE: City does not guarantee to purchase any specified quantity. The above figures show the past year's purchases only.**

DESCRIPTION	QUANTITY/CASE	PRICE/CASE	ESTIMATED YEARLY CASES
*Center Pull Towel (White) (Equivalent quality to Preference, economy brand) <b>Dispensers included as needed</b>	_____	_____	64
*Kitchen Roll Towel (Paper towels – premium quality)	_____	_____	71
Tri-fold Paper Towel (White) (Economy quality)	_____	_____	10
Wipes – Pop-Up Box (Equivalent to Task Mate)	_____	_____	7
Automatic Dispenser Towel GP 9"x400	_____	_____	4
Automatic Dispenser Towel TORK 8030620	_____	_____	
Center Pull Towel 2-ply 600'	_____	_____	5
Premium Roll Towel	_____	_____	7
Roll Towel 8x800	_____	_____	5

**Items are to be shipped to separate locations per order.**

**Winning vendor may also be asked to supply different types of paper products throughout the year in addition to the most common types listed above.**

**NOTE: City does not guarantee to purchase any specified quantity. The above figures show the past year's purchases only.**

# PUBLIC NOTICE

## TITLE VI OF THE 1964 CIVIL RIGHTS ACT

**“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”**

The City of Crossville provides benefits and services such as police protection, fire protection, water service, sewer service, sanitation service, infrastructure needs, and other related municipal services. The City also provides funds to certain non-profit organizations.

Anyone who believes that an agency or local government receiving the federal funding mentioned above has discriminated against someone on the basis of race, color or national origin has a right to file a complaint within 180 days of the alleged discrimination.

Leah Crockett  
Title VI Coordinator

Please sign and return to the City of Crossville verifying that your company is in compliance with the above Title VI, 1964 Civil Rights Act.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Print Name

Please return to:      City of Crossville  
                                 392 N. Main Street  
                                 Crossville, TN 38555

## IRAN DIVESTMENT ACT

In compliance with the Iran Divestment Act (State of Tennessee 2016, Public Chapter No. 817), which became effective on July 1, 2016, certification is required of all bidders on contracts over \$1,000.

*By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party hereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. § 12-12-106.*

*I affirm, under the penalties of perjury, this statement to be true and correct.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Company

A bid shall not be considered for award nor shall any award be made where the foregoing certification has not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. The City of Crossville may award a bid to a bidder who cannot make the certification, on a case-by-case basis, if:

- (1) The investment activities in Iran were made before July 1, 2016, the investment activities in Iran have not been expanded or renewed on or after July 1, 2016, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- (2) The City of Crossville makes a determination that the goods or services are necessary for the City of Crossville to perform its functions and that, absent such an exemption, the political subdivision will be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.